



Government Services

Program Coordinator

Perot Systems Government Services (PSGS), a contractor to the National Oceanic and Atmospheric Administration (NOAA) Coastal Services Center (Center), seeks an individual to serve as a Program Coordinator to support the Center's Policy and Planning Services group. The position supports the integration of the Center's policy analysis, annual and long-range planning, and business services functions; while coordinating these with the related mission requirements and goals of NOAA. This candidate will be responsible for connecting the Center's annual project planning process with financial planning and long-range, or strategic, planning; and will also provide central coordination of the Center's policy and legislative analysis efforts.

The successful candidate will be able to work on multiple projects, demonstrate strong project coordination skills; exhibit proven communication and interpersonal skills; organize and convey information in a meaningful way; and have the ability to move and track information efficiently. The candidate should have an understanding of legislative and policy analysis and research and have or be able to demonstrate how to build a level of trust with Center management and staff.

Specific tasks for these efforts include but are not limited to: rapid response to NOAA and Department of Commerce requests for project and budget information; coordinating the annual project and budget planning process at the Center; representing the Center's Management and Budget branch on cross-Center strategic and outreach teams; coordinating quarterly reports for NOAA on the progress of Center projects; planning retreats for Center management as needed; assisting the Center with the development of plans, schedules, reporting schemes, and measures of success that support NOAA program and policy requirements; and monitoring legislation.

The position requires independent work and initiative, and a demonstrated ability to get up to speed quickly in new areas. Knowledge of coastal and marine programs within NOAA is preferred, and familiarity with the NOAA Program Planning, Budgeting, and Execution process is a plus. A master's degree in natural, environmental, coastal or marine science/management or policy is preferred.

Located in Charleston, South Carolina, the NOAA Coastal Services Center serves the nation's coastal resource management community by facilitating access to and utilization of the most up-to-date information, management strategies, and technology. For more information visit the Center's Web site at: www.csc.noaa.gov

To apply, visit careers.psgs.com